

~~CONFIDENTIAL~~

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130019-3 DDS/OL/BFB-6

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						See Above	
1. TITLE OF REPORT (if a fill-in report include Form No.) Status of Funds by Object Class						2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING
3. FUNCTIONAL AREA	<input checked="" type="checkbox"/>	PERSONNEL	<input type="checkbox"/>	TRAINING	ADMIN. GENERAL OTHER (specify)		
	<input checked="" type="checkbox"/>	LOGISTICS	<input type="checkbox"/>	SECURITY			
	<input type="checkbox"/>	MEDICAL	<input type="checkbox"/>	FINANCE			
4. NO. OF COPIES PREPARED 94	5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly				6. DISTRIBUTION (No. of components not number of copies) 1		
7. FORMAT (memorandum, form computer print-out, etc) Form	8. ADP PROCESSING <input type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO				9. DIRECTIVE AUTHORITY REQUIRING REPORT Internal Directive		
10. PREPARING COMPONENT (include lowest level contributing information to report) Budget and Fiscal Branch, EO/OL				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) 2 Feeder Reports: 1. Obligation Status 2. Schedule of Encumbrances			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED = COST PER YEAR
GS-09	5.54		15		83.10		12 997.20
GS-07	4.80		5		24.00		12 288.00
B. COSTS OF COMPUTER PRODUCED REPORTS							
Not Applicable							
TOTAL COSTS PER YEAR						\$1,285.20	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. Report measures financial status of both funds and property against OL approved budget. It is required by OL management division and staff chiefs as the means to determine status of funds allotment and is the basis on which decisions are made relative to the utilization of funds. This report was first published in 1955.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						ESTIMATED SAVINGS MAN-HOURS DOLLARS --- --25X1	
16. DATE OF INVENTORY 17 Sept. 1970		17. NAME [Redacted]		18. EXTENSION [Redacted]		[Redacted]	

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130019-3